

CITY OF MENASHA
Board of Health
Health Department 316 Racine St. Menasha WI 54952
April 9, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order by Chairman C. Rusin at 8:16 AM. Members present: Candyce Rusin, Dorothy Jankowski, Lori Asmus, Dr. Teresa Shoberg, Susan Nett.

2. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

Minutes to approve:

A. [March 12, 2008 Board of Heath Meeting](#)

Moved by Dorothy Jankowski, seconded by Lori Asmus to approve Minutes

Motion Passed

Results:

3. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [March 2008 Communicable Disease Report](#)

S.Nett gave a report on the communicable disease numbers for the month of March. All of the reportable diseases for this month were sexually transmitted diseases.

B. [School Based Clinics - Update](#)

The health department has scheduled immunization clinics in the schools during the month of April to help families meet the new vaccine requirements for the coming school year. To date, parental response on returns of consent forms has been low. A second memo will be sent out to parents before the end of the week.

C. [Fox Valley Consortia Preparedness Carry -Over Funds - Update](#)

S. Nett updated board members on the carry-over funds from the preparedness grant. The state has sent out an approved list of uses for the monies. The carry-over funds can be targeted toward the purchase of radios, updating the EOC, copiers/printers for making educational booklets and pamphlets to be distributed to the public, mass clinic supplies such as a portable lap top and portable printer as well as medical supplies, etc. As soon as the finance department verifies the amount for carry-over, we can begin to use the funds.

D. [2008 Burden of Diabeties in Wisconsin](#)

S. Nett shared a report recently received from the state on the burden of diabetes in Wisconsin. This report targeted the adult population and shows an increase in adults who have been diagnosed with diabetes.

E. [Special Populations Project Update](#)

An update on the special populations project for emergency preparedness in Winnebago County was given. To date, the special populations have been identified along with those groups who provide services to a specific special population. A database with contact information has been developed and distributed to each health department in Winnebago County. In addition, pandemic flu information kits were assembled and distributed to the WIC population. The committee has approved the next distribution of kits to the elderly populations and will be distributed at the senior centers in the county and at the elderly meal sites. S. Nett was asked about the special populations for Calumet County. This will be the next part of the project to complete for Menasha.

F. [2007 WI Act 130](#)

S. Nett provided information to board members on the recently passed 2007 Wisconsin Act 130. This law will now allow the local health officer or designee to request a special inspection warrant if needed when investigating human health hazards. This law also allows state agency status for physicians who provide advisory services to a local health department.

G. [2007 WI Act 120](#)

S. Nett updated board members on the recently passed 2007 Wisconsin Act 120 which now allows public health nurses to certify individuals for disability permits from the Department of Transportation.

H. [2007 - 2008 Legislative Grid](#)

S. Nett shared with board members the 2007-08 Legislative Grid of Assembly and Senate bills pertaining to health and safety that were introduced and either passed or didn't.

4. ACTION ITEMS

A. [2009 Winnebago County Committee on Aging Grant](#)

The grant application for 2009 was received from Winnebago County this past week. A letter sent with the application requests there be no increase in grant funding based on 2008 approved grant funds. S. Nett related she had been in contact with a member of the County Committee on Aging and asked if the application would be rejected if an increase in funds for 2009 was requested. The answer was we can only award what funding we have available. Consensus of the board members was to ask for a 3% increase as that is normally the pay increase our staff receives.

B. [Election of Officers](#)

Moved by Dorothy Jankowski, seconded by Dr. Teresa Shoberg to move to nominate C. Rusin as chairman and L. Asmus as vice chairman

S. Nett volunteered to continue as secretary.

Motion Passed

Results:

5. HELD OVER BUSINESS

A. Review of Mobile Home Parks Fees (Licensing Period 7-1-08 to 6-30-10)

Moved by Lori Asmus, seconded by Dorothy Jankowski to recommend to the common council for approval mobile home park fees for the licensing period 7-1-08 to 6-30-10 (2 year license)

S. Nett explained this is a two year license with pass through fees to the Department of Commerce (\$370). The proposed fee shows a 5% increase to cover personnel increases related to salary and health insurance over the course of the next two years.

Motion Passed

Results:

B. Review of Agent of the State - DHFS Fees (Licensing Period 7-1-08 to 6-30-09)

Moved by Lori Asmus, seconded by Dorothy Jankowski to recommend to the common council for approval Agent of the State-DHFS Fees for the 7-1-08 to 6-30-09 licensing period

S. Nett reviewed the DHFS Agent of the State program with board members. Under this program all of the eating and drinking establishments, swimming and whirlpools are licensed and inspected on a regular basis to ensure compliance with state statutes. A portion of the license fee collected is reimbursed to the state per the agent contract. The health department was recently notified the reimbursement fee will double from 10% to 20% for fees collected during this licensing period payable in September 2009. S. Nett is recommending increasing the fees this licensing period 5% and then 5% for the next licensing period. L. Asmus asked how much time the sanitarian spends doing the required inspections and follow-ups. S. Nett related the time spent doing all food related and swimming pool etc. inspections has increased from 30% to 40% due to the increased complexity of the inspections and the need to assure safety for the public. S. Nett reminded the board members that if there were to be a communicable disease outbreak related to one of the food establishments, the cost to the business owner as well as the affected individuals can be quite extensive. In these situations, the business place is often closed until the outbreak is resolved and for the affected individuals, there is the time lost from work, treatment costs etc. The sanitarian carefully checks all food handling processes etc. utilizing a critical hazard analysis tool. D. Jankowski reminded board members that these fees are established to cover our time doing inspections and follow-up and the costs should not be put on the tax paying citizens of this city. Chairman C. Rusin agreed. She also felt an outbreak incident sometimes is enough to put a place out of business, and the more guidance we can provide the better. L. Asmus mentioned that these types of places serve not only the citizens of Menasha but others from surrounding communities. As for the 5% fee increase, T. Shoberg felt it was reasonable to do half of the increase now, and the remaining half at the next licensing period as a more reasonable accommodation for the businesses that are currently licensed. Board members were in consensus with this.

Motion Passed

Results:

C. Review of DHFS Agent of the State Tattoo Parlor Fees (Licensing Period 7-1-08 to 6-30-09)

Moved by Lori Asmus, seconded by Dorothy Jankowski to recommend to the common council for approval DHFS Agent of the State License Fees for Tattoo Parlors for 7-1-08 to 6-30-09 licensing period

S. Nett explained there is one tattoo/body piercing facility in Menasha currently licensed. The sanitarian is responsible for inspecting the facility for cleanliness, hygiene practices, and

compliance with state regulations which includes assuring that no minors are being served without parental consent. The health department just licenses the facility. The tattoo artists/operators must have state certification to do body piercings and tattoos. As there is the potential for transmission of bloodborne pathogens at this type of establishment the sanitarian needs to spend time during the inspection observing the tattoo artist at work and also after when doing the equipment cleaning and sanitizing. The state reimbursement fee is increasing from 10% to 20% with the next licensing period. Board members had no questions or comments.

Motion Passed
Results:

D. Review of Agent of the State - Dept of Ag Fees (Licensing Period 7-1-08 to 6-30-09)

Moved by Lori Asmus, seconded by Dorothy Jankowski to recommend to the common council for approval Agent of the State- Department of Agriculture, Trade, and Consumer Protection license fees for 7-1-08 to 6-30-08 licensing period

Chairman C. Rusin requested an overview of this program as a review for board members. S. Nett explained this food inspection program is very similar to the eating and drinking establishment inspection program except this is to inspect all retail food places such as grocery stores, convenience stores, bakeries, etc. The sanitarian must check for expiration dates on food packages. A recent example of an expired product on a food shelf was expired baby formula. The sanitarian ordered the item off the shelf and then needed to do follow-up to assure the product was replaced with current formula. Sometimes a repeat inspection shows the expired product is back out on the shelf. In the majority of the incidences, this is not done intentionally but rather is the result of a shelf stocker not paying attention to dates. The department also follows-up on complaints of old meat, moldy cheese etc. being sold. The DATCP is increasing their reimbursement fee from 10% to 20% with this licensing period for all new establishments and increasing the reimbursement for the existing businesses at the next licensing period. L. Asmus related she was in favor of the 5% increase now for the same reasons already stated. D. Jankowski reiterated the cost of these inspections needs to come from the businesses and not the taxpayers. Chairman C. Rusin asked if this inspection program was part of the 40% time previously mentioned. S. Nett confirmed it was.

Motion Passed
Results:

E. Aurora Community Needs Assessment Review

S. Nett discussed with board members the results of the community needs assessment by Aurora completed late last year. This survey showed the same needs as the LIFE study done in cooperation with the Fox Cities United Way in 2006. Lack of activity leading to increases in obesity, and cardiovascular problems remains a concern and is being addressed by the largely successful Walk To Win program. The health department along with the senior center, school district, and park and rec department has promoted a winter walking program at the high school, and a summer program where elementary students can earn a bike and all the safety accessories that go along with it (and an opportunity to bike with the senior citizens in their summer biking program). Access to dental care remains a big issue not only locally but statewide. The health department has successfully done a sealant program and a fluoride varnish program in the schools. Lack of access to appropriate mental health services is apparent and there are initiatives in the Fox Valley to address this situation. Board members requested updates as appropriate

6. ADJOURNMENT

A.

Moved by Dorothy Jankowski, seconded by Dr. Teresa Shoberg to move to adjourn at 9:20 AM

Motion Passed

Results: